

General Notice - Landlord

INSERT DATE

INSERT DISPLACEE NAME

INSERT DISPLACEE ADDRESS

Relocation Assistance Program

General Notice of Relocation Rights

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NO.

Displacee No: INSERT DISPLACEE NO.

Dear INSERT DISPLACEE NAME:

This notice is to inform you that the property you own at INSERT DISPLACEE ADDRESS is scheduled to be purchased by the AGENCY for a transportation improvement project. If the property is acquired as planned, it will be necessary for you to move any of your personal property that may be located on the site.

Businesses, farms and nonprofit organizations displaced as a result of this project may be entitled to certain relocation assistance as generally described in this letter and in the Relocation Assistance Program Brochure which will be given to you. The actual, legal regulations governing relocation assistance are contained in Public Law 91-646 and the implementing regulation found in 49 Code of Federal Regulation (CFR) Part 24 and Revised Code of Washington (RCW) 8.26 and the implementing regulations of Washington Administrative Code (WAC) 468-100.

Qualification Requirements

In order to qualify to receive relocation entitlements, you must be in ownership of the property on the date the AGENCY makes a written offer to purchase the property. If you move before the offer, you may lose your eligibility to receive relocation assistance payments. To qualify as a business you must meet the definition of a business and claim your income on your taxes. Please contact me prior to moving in order to avoid any loss of entitlements. If you are required to move, you will receive a Notice of Relocation Eligibility, Entitlements & 90-Day Assurance that will explain your relocation entitlements in detail.

Any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or

child as defined in WAC 468-100-208.

Relocation Assistance Entitlements may include:

- Direct Moving Expenses for moving personal property
- Replacement site search costs (up to \$2,500)
- Reestablishment Expenses up to \$50,000 for expenses incurred in reestablishing your business operation (cannot be used for new construction or the purchase of capital assets).
- Advisory Assistance as follows:
A relocation specialist will be available to answer any questions about your relocation case. You will be provided with assistance in completing claim forms. If you request, we will provide you with information on the availability, purchase prices, and/or rental costs for replacement sites.

Occupancy of Property

When appropriate, you will receive a Notice of Relocation Eligibility & 90-Day Assurance providing you with the earliest date that you could be required to vacate the property.

Right to Appeal

You will have the right to appeal any determination the AGENCY will make as to your eligibility for, or the amount of, any payment. If you disagree with our determination, you may appeal by simply explaining your grievance in a letter to:

Agency
Attn:
Address
City, State, Zip

We are looking forward to assisting you in any way we can. Please sign the receipt below so our records show you received this letter. Feel free to contact me for any clarification and any questions you may have.

Sincerely,

INSERT SPECIALIST'S NAME

Relocation Specialist

Real Estate Services

INSERT SPECIALIST'S ADDRESS

INSERT SPECIALIST'S PHONE # AND FAX #

INSERT E-MAIL ADDRESS

Name
Date
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Acknowledgment of receipt of General Notice of Relocation Rights and Relocation Assistance Brochure

Signature: _____ Date: _____